

NAME: WHO, You Are  
RANK: Sergeant  
SSN: 000-00-0000

ADDRESS: Street Address  
City, State ZIP  
Telephone Number  
email:

UNIT: HHC, III Corps  
7411Fort Hood TX 76544  
DSN: 738-  
email:

OBJECTIVE: To obtain an appointment as a warrant officer, USAR, in MOS 153A, Aviator

CIVILIAN EDUCATION: (*This should agree with Block 21 of the DA Form 61*) Bachelor of Science, University of Maryland, College Park, MD; Associate of Arts, Central Texas College, Killeen, TX; Diploma, Orchard View High School, Muskegon, MI (**Bold high GPA, Dean's List, special recognition, etc**)

#### MILITARY EDUCATION

List in order from most recent to earliest training attended/completed.

12 Jan 97 - 11 Apr 97  
BNCOC:  
US Army Soldier Support Center

**Bold** individual accomplishments such as **distinguished** or **honor graduate**. Stress MOS related subjects. How is school Ft Jackson, SC relevant? Indicating mid-level management school or just listing the scope of training is not very descriptive.

6 Aug 95 - 1 Sep 95  
PLDC  
NCO Academy  
Camp Jackson, Korea

Resume is very important, it shows your ability to communicate in written form. Write at the 12<sup>th</sup> grade level and use a thesaurus to help with vocabulary. Do both spell and grammar checks because errors will doom an application.

1 Feb 93 - 12 Mar 93  
Personnel Management Specialist  
US Army Soldier Support Center  
Fort Jackson, SC

There will be board members unfamiliar with your MOS so use easily understood terms. Make it reader-friendly. If using MOS specific terms, spell them out and **show the acronym in bold in parenthesis**. It is acceptable to use the acronym alone the second time. **Do not overuse bolding effect**, it could be a distraction to board members.

Can list correspondence courses but not subcourses.

#### MILITARY EXPERIENCE:

Jul 97 - Present  
Enlisted Assignments NCO  
HHC, III Corps  
Fort Hood, TX

List **ALL** military assignments. Concise job description focusing on the unique characteristics of your specific positions. List **outstanding achievements** and **additional duties** while in position. Spell out terms that apply to your assignment and then **bold the acronym** for any key terms/buzzwords in your MOS, i.e. Prescribed Load List (**PLL**).

Jul 94 - Jun 97  
Records NCO  
Ft Jackson, SC

**Bold** any **significant achievements**, **impact awards**, receipt of **unit coins**, **certificates of achievement**, or **appearance before soldier/NCO of the month/qtr boards**.

Jun 93 - Jun 94  
Levy Clerk  
A Det 516th PSB  
APO AP 96205, Korea

Focus on **measurements of success**. **NOT** just a job description, but how well you did the job. Use NCOER bullets as a reference. Mention if you **exceeded standards on a significant inspection/evaluation**. **Bold deployments** or make a separate assignment entry if deployment was for several months.

#### CIVILIAN EXPERIENCE PERTINENT TO MOS 153A: (If none, then omit this part)

Jan 90 - Dec 90  
Secretary  
Kelly Temporary Services  
Grand Rapids, MI

Use same guidance as above. Explain any relevant experience or training you obtained that pertains to the requested WO MOS. Leave blank if no relevant civilian experience.

#### SUMMARY:

Write a paragraph or two explaining why you are fully qualified to perform the duties of a warrant officer in your skill. This is a very important part of the resume. Make this a call to action, but do so without turning off the reader. Include in **bold** type all of your **significant accomplishments/achievements (below-the-zone promotions, impact awards, noteworthy distinctions, deployments, challenging assignments, unique skills in MOS, standards exceeded on a significant inspection/evaluation, etc)** mentioned earlier and explain how you are exceptionally qualified and have the leadership, management and technical skills needed to become a WO. Answer this question: **What have you done or accomplished that sets you apart from your peers?** (Additionally, aviator applicants should include why they want to be an Aviator.)

## **SIGNATURE & DATE**

Other notes:

- Use plain white paper, black ink and a 12 point standard font such as Arial or Times New Roman.
- Don't go through a big expense. Prepare the resume yourself, but do a quality job.- If you are non-Army, the resume takes on increased importance in conveying your qualifications to become an Army Warrant Officer.